



**Planimetrics**

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## MEMORANDUM

**To:** Rocky Hill Planning and Zoning Commission

**From:** Glenn Chalder, AICP

**Date:** July 15, 2014

**Subject:** **Introductory Meeting – July 22**  
Plan of Conservation and Development Update

Greetings! I am looking forward to working with you and other Town agencies and all Rocky Hill residents to update the Plan of Conservation and Development. Updating a Plan is an interesting and exciting process and a great opportunity to think about where our community should be going and how we can get it there. I look forward to helping facilitate that discussion over the next year or so!

I will be attending the July 22 meeting of the Planning and Zoning Commission to start the process with you. The types of things I would like to discuss with you at that meeting include:

1. Review the proposed work program and schedule (see attached pages)
2. Thinking about the 2001 POCD, what sorts of things do you feel worked best and why? What sorts of things do you feel the POCD could have done a better job on?
  - a. Layout / organization
  - b. Ease of use (Commission, Staff, professionals, public)
  - c. Mapping / illustrations
  - d. Discussion detail
  - e. Recommendations / strategies
3. What sorts of expectations / priorities do you have for the process of preparing the 2015 POCD?
4. What sorts of issues / topics do you feel are important for Rocky Hill to consider in the Plan?

# 1 Issues Scoping

This first phase focuses on identifying topics and issues to be addressed in the Plan update process. Specific tasks will include:

## Preparation / Material Review

- Review current POCD
- Review other plans / studies / documents provide by the Town

## Scoping Meeting With the Planning and Zoning Commission

- Meet with Planning and Zoning Commission to identify topics / issues the Commissioners feel should be a priority for the Plan

## Board / Agency Questionnaires

- Circulate a survey / questionnaire to members of local boards and commissions
- Circulate a survey / questionnaire to Town department heads
- Review questionnaire responses

## Public Scoping Workshop

- Facillitate one (1) interactive workshop for residents to identify and discuss significant current and future issues in Rocky Hill

**Public  
Input**

## Conditions and Trends Review

- Review and assess information related to Rocky Hill, including demographics, housing, economic, fiscal data

## Synthesize Input and Recommend Priority Issues and Topics

- Meet with the Planning and Zoning Commission to review the findings and discuss topic areas / issues to be addressed



*Exercises*



*Sharing thoughts*

## 2 Plan Review & Strategy Refinement

The second phase focuses on reviewing the existing Plan with the Planning and Zoning Commission and identifying appropriate strategies. Specific tasks will include:

### Plan Review

- With the Planning and Zoning Commission and Town Staff, review the background data and the goals, policies and recommendations in the current Plan
- Assist the Planning and Zoning Commission with refining and updating strategies to reflect anticipated community needs over the next 10 to 20 years
- Suggest possible policies and strategies undertaken by similar communities in Connecticut and elsewhere (provided such strategies are relevant to Rocky Hill)

Plan Theme	Description	Possible Topics
Conservation	How to protect and preserve the things important to Rocky Hill residents	<ul style="list-style-type: none"><li>• Natural resources</li><li>• Open space</li><li>• Historic resources</li><li>• Community character</li><li>• Community spirit</li><li>• Sustainability / resiliency</li></ul>
Development	How to guide / manage growth and change in Rocky Hill	<ul style="list-style-type: none"><li>• Downtown / villages</li><li>• Business development</li><li>• Residential development</li><li>• Housing diversity</li></ul>
Infrastructure	How to provide facilities and services to support the type of community Rocky Hill wants to be	<ul style="list-style-type: none"><li>• Municipal facilities</li><li>• Vehicular transportation</li><li>• Sidewalks and trails</li><li>• Bicycle routes</li><li>• Transit</li><li>• Utilities</li></ul>

GIS mapping services associated with this project will be provided by New England GeoSystems of Middletown, CT.

### 3 Plan Preparation & Adoption

The third phase focuses on preparing and adopting the POCD. It is anticipated that the updated POCD will contain a similar level of detail as the current POCD. Specific tasks include:

#### Plan Preparation and Refinement

- Prepare a first draft of the Plan (including maps)
- Review the first draft of the Plan with the Planning and Zoning Commission
- Based on Commission discussion, prepare an updated POCD (including updated maps)

#### Community Meeting(s)

- Organize and facilitate one (1) public meeting on the recommended Plan
- Present the recommended Plan for community feedback

**Public  
Input**

#### Finalize Proposed Plan

- Meet with the Planning and Zoning Commission to review input and determine additional edits to the recommended Plan and maps
- Prepare the proposed Plan (including maps)



*Plan Review Meeting*



*Plan Review Meeting*

#### Public Hearing On Adoption

- Present the proposed Plan at the public hearing on adoption (1 meeting)

**Public  
Input**

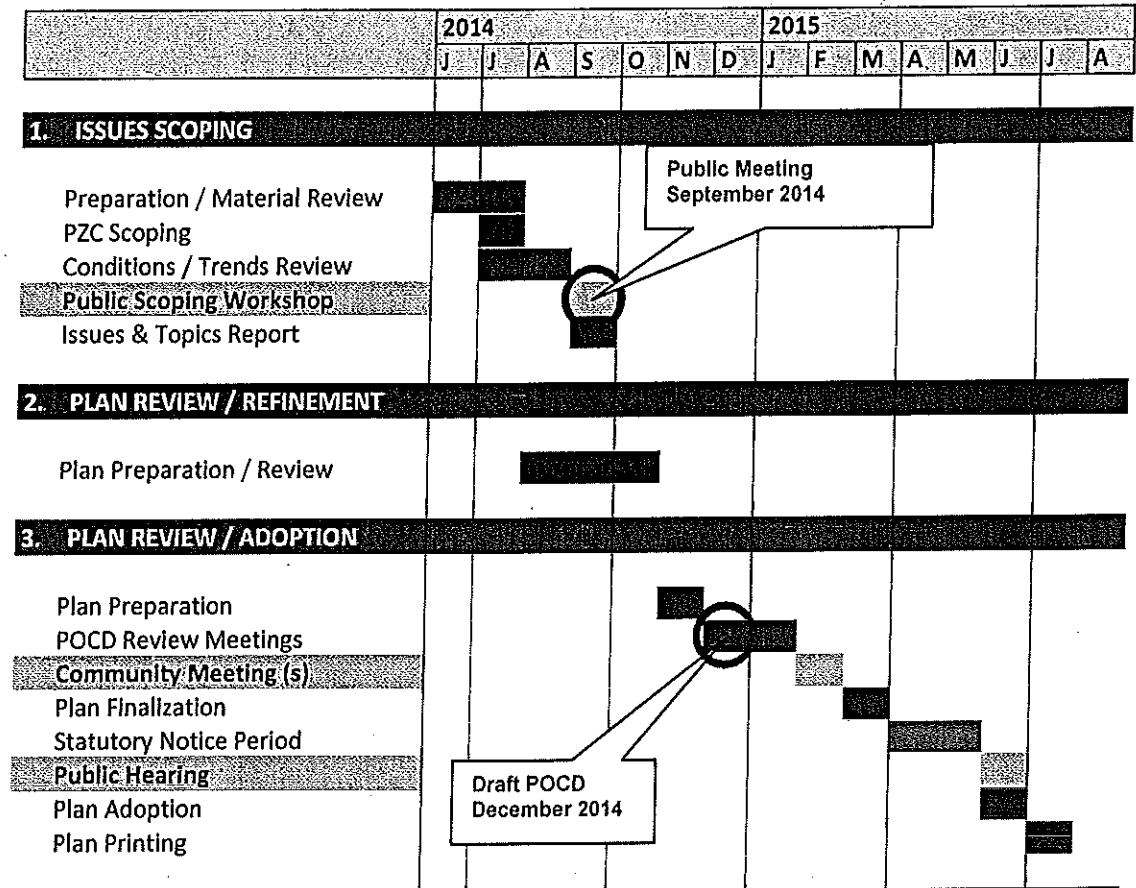
#### Planning and Zoning Commission Review

- Review public comments with the PZC and determine final edits to the proposed Plan and maps
- Assist the Planning and Zoning Commission with Plan adoption

#### Plan Completion

- Prepare the adopted Plan and maps for final printing
- Deliver all materials to the Town upon project completion:

# Schedule



**POCD Adoption = June 2015**

This schedule is predicated on one meeting per month (or more) with the Planning and Zoning Commission dedicated to the POCD update.

## Next Steps

**Date TBD – Public Kick-off Meeting at (location TBD)**

**Fourth Tuesday of the month – Planning and Zoning Commission working meeting (commences July 22)**

**TOWN OF ROCKY HILL  
PLANNING AND ZONING COMMISSION  
SPECIAL MEETING NOTICE AND AGENDA**

**TUESDAY, JULY 22, 2014**

**Town Council Room, Second Floor , Rocky Hill Town Hall, 761 Old Main Street,  
Rocky Hill, CT 06067**

- 1. CALL TO ORDER AT 6:30 p.m.**
- 2. Introduction of Glenn Chalder, Planimetrics, as the meeting Facilitator for the Plan of Conservation and Development Update**
- 3. Introductory Session, including but not limited to: scope, schedule, 2001 POCD process expectations, issues and topics for 2015 POCD consideration, etc**
- 4. Public Comments on the Plan of Conservation and Development Update**
- 5. Schedule next meeting**
- 6. Adjourn**

**Dated in Rocky Hill Ct this 18<sup>th</sup> day of July, 2014**

**Planning and Zoning Commission  
Dimple Desai, Chairman  
Victor Zarrilli, Secretary**